



# Application to Hire Studio/s and Music Room Facilities

## Hire Enquires

All correspondence must be addressed to: Director: Robyn Mah

Lane Cove Music and Cultural Centre  
1 Pottery Lane (Lower Ground Floor)  
Lane Cove, NSW 2066

ABN: 83-309-790-184

**Telephone: 02 9427 8027**

**Email: [lcmcc266@tpg.com.au](mailto:lcmcc266@tpg.com.au)**

[www.lanecovemusicandculturalcentre.com](http://www.lanecovemusicandculturalcentre.com)

### Office Hours

Mon Tues Thur Friday 12-4pm.  
Other times by appointment

### Deposit Refund

**Please provide your bank details for refund of Hire deposit by direct deposit**

**Account Name:**

**BSB:**

**Account Number:**

I have read the Studio Terms and Conditions of Hire and I agree to the same.

**Signature of Hirer:**

**Date** \_\_\_/\_\_\_/\_\_\_

Please complete this form, make a copy for your records and return to the Director with attachments within 7 days of your booking.

Name

Address

Contact number

Email

### BOOKING DETAILS

Studio/Meeting Room/Main Music Room  
(Please indicate room/s required)

Main Music Room

Kawai Grand  Beale Upright Grand

Booking Date                    /    /

Booking Time:

Nominated Responsible for this booking

Name:

Contact Number:

**Please return this section with a copy of the following documents**

- Hire fee and deposit fee**
- Copy of your Public Liability Insurance**
- Name & phone of the :**

**“Nominated responsible person”.**

This person is responsible as “*the last out the door*” to see that the centre is left in order and will be responsible to return to site if requested by the association.

- NSW Working with Children ID number if hire is involving children.**

## Lane Cove Music and Cultural Centre Hire Fees

Studio/ Meeting Room No.	Hire Fee General (General Hire is only available outside our normal operating hours which are Mon – Fri 2pm - 10pm Sat 8am-7pm during Public School Term)	Hire Fee Concession (Not for profit Community organisations and Music Tutors and Permanent Bookings)		Studio Contents Each studio is fully air conditioned, with individually coded door locks (a code will be provided for entry)
		Mon – Fri 8am-2pm Sat 7pm-10pm* 8am – 10pm on Sun, Public School Holidays and Public Holidays	Mon – Fri 2pm-10pm Sat 8am-7pm (Limited availability)	
<b>Studio 1</b> 10 m <sup>2</sup> (1 Piano)	\$25 + GST	\$20 + GST	\$25 + GST	1 x Beale Upright Music Stand
<b>Studio/ Meeting Room 2</b> 22 m <sup>2</sup> (2 Pianos)	\$35 + GST	\$20 + GST	\$30 + GST	1 x Young Chang Grand 1 x Beale Upright Music Stand CD Player Adjustable Piano Chair Mirror Meeting Table and 10 Chairs
<b>Studio 3</b> 13 m <sup>2</sup> (2 Pianos)	\$30 + GST	\$20 + GST	\$30 + GST	1 x Yamaha Grand Music Stand CD Player Adjustable Piano Chair
<b>Studio/ Meeting Room 4</b> 22 m <sup>2</sup> (2 Pianos) (The External door in Little street is an Emergency Exit only)	\$35 + GST	\$20 + GST	\$30 + GST	1 x Yamaha Grand 1 x Beale Upright Music Stand CD Player Adjustable Piano Chair Meeting Table and 20 Chairs
<b>Studio 5</b> 15 m <sup>2</sup> (1 Piano)	\$30 + GST	\$20 + GST	\$25 + GST	1 x Essex Upright Music Stand CD Player
<b>Studio 6</b> 10 m <sup>2</sup> (1 Piano)	\$30 + GST	\$20 + GST	\$25 + GST	1 x Kayserberg Upright Music Stand CD Player Mirror
<b>The Music Room</b>  69 m <sup>2</sup> CCTV Monitored	\$50 + GST Min 3 hours booking  Piano Hire \$25 + GST 1 x Small Kawai Grand	\$35 + GST Min 2 hours booking  Piano Hire \$25 + GST 1 x Small Kawai Grand	N/A	4 Seater Couch Small Kitchen Up to 38 Chairs on request Meeting Table
<b>Terrace Function + Piano Hire</b> Terrace Function Room is hired through Lane Cove Council.	Small Kawai Grand piano or Beale Upright Grand can be hired on application, for relocation to the Terrace Room	24h <u>Grand Piano</u> Hire \$150 Piano Hire Deposit \$500 24h <u>Upright Piano</u> \$100 Hire deposit \$200 Payable 7 days in advance	Piano relocation cost approx \$500 per booking (two way relocation)  Must have public Liability Insurance	1 x Small Kawai Grand 1 x Beale Upright Terrace Function Room Hire through Lane Cove Council Annette Marsh 99113621 or amarsh@lanecove.nsw.gov.au

### NOTE

**Deposit:** Security deposit of \$150 is required when booking all studios and meeting rooms.

**Cleaning Fee:** A cleaning fee of \$130 may be charged if room is not left in order as found.

**Changes to Bookings:** One change may be made without charge, subsequent changes will incur a \$10 fee per change

**Permanent Bookings:** This applies to a specified number of booking dates and times, agreed in advance with Director, per term (no refund for missed dates)

\*Minimum 3hour bookings on Saturday after 7pm, minimum 2 hours for all other bookings

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- Individual Music Studio's
- The Music Room

**Terms and Conditions for Hire**

1 Pottery Lane (Lower Ground Floor) Lane Cove NSW 2066

<b>Introduction</b>	Subject to the following conditions Lane Cove Music and Cultural Association (LCMCA) grants to the Hirer the right to hire and use the facility for the purpose indicated on the date or dates and at the times shown in the Hire Application
<b>Period of Hire</b>	The facility is available from the stated commencing time of hire. Hirers must allow for set-up and cleaning in the application to hire form. Set-up and clean-up of the room is the responsibility of the Hirer. Where the facility is used beyond the period of hire the Hirer will be charged for the additional use. There is a minimum hire; 2 hours for Studios and 3 hours for The Music Room.
<b>Sublet</b>	The Hirer must not sublet the facility under any circumstances
<b>Capacity</b>	Hirer/s must observe a maximum capacity of 38 persons
<b>Inspection</b>	It is the responsibility of the Hirer to inspect the facility prior to the function to ensure that it meets the Hirer's requirements and that all furniture and equipment provided is appropriate for the intended use and is in good order
<b>Decorations</b>	Nails, screws, adhesive tape, blue tack, sticky tape or any other fasteners may not be driven into or attached in any way to walls, floors, ceilings, furniture or fittings. Aerial decorations must be discussed at application of hire and may only be attached to fittings in the walls provided for that purpose.
<b>Restricted Articles</b>	Confetti, chewing gum, fireworks, candles, barbeques or any other articles deemed objectionable by LCMCA are prohibited. <b>Smoking is prohibited</b> in or around this facility under the Smoke Free Environment Act 2000
<b>Exits</b>	All exits are to be kept clear and useable without hindrance
<b>Cleanliness</b>	The facility must be left in a clean and tidy condition by the Hirer. This includes stacking of all tables and hall chairs in the designated area. If kitchen facilities are used they should also be left in a clean and tidy condition. Rubbish should be placed in the rubbish room outside the facility and any rubbish generated exceeding this capacity should be disposed of separately by the Hirer. If a cleaning service is required after hire the cost will be deducted from the deposit.
<b>Noise</b>	Hirer's are advised that the facility is in close proximity to residential units and any amplified music must be used thoughtfully and with due consideration to neighbours. An LCMCA employee may instruct the Hirer to limit noise and music or voice amplification to an acceptable level to the satisfaction of the employee, if in the opinion of the employee such noise is excessive. Complaints may result in the Hirer being unable to hire any part of the facility in the future.
<b>Alcoholic Drinks</b>	Alcoholic drinks may not be sold on the premises
<b>Maintenance and Preservation</b>	The Hirer is responsible for maintenance and preservation of good order during the period of hire. The Hirer shall obey all reasonable directions of an authorised LCMCA employee during the period of hire. LCMCA employee shall have complete control over all means of entry and exit, may refuse entry to any person or persons, may close the entrance doors and may close the facility.
<b>Observance of Laws</b>	The Hirer must strictly observe all laws, rules, regulations and ordinances. It is the Hirer's responsibility to ascertain which laws, rules, regulations and ordinances may be applicable to their activity/hire
<b>Notification of Accident or Injury</b>	Should there be an accident or injury arising from the Hirer's use the Hirer must inform LCMCA in writing within seven (7) days of the incident. Director Robyn Mah can be contacted on 0425231226 or 0294205885 <i>in case of Emergency only</i> (written notification of accident/injury should still be made)
<b>Right to refuse Application</b>	LCMCA reserves the right to refuse hire of the facility or to cancel any reservation already made and to refund the fees and charges paid. LCMCA shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.

- **Individual Music Studio's**
- **The Music Room**

**Terms and Conditions for Hire**

**1 Pottery Lane (Lower Ground Floor) Lane Cove NSW 2066**

<b>Charges may vary</b>	LCMCC reserves the right to revise the fees, charges and deposits payable from time to time as found necessary
<b>Loss and Damage</b>	LCMCC shall not be responsible for any loss or damage to any property belonging to the Hirer or any person attending the facility. Items left at the facility are left entirely at the Hirer's own risk. The Hirer is to be responsible for the cost of making good any damage caused to the facility, furniture or fittings arising out of and in the course of hire, reasonable wear and tear excepted
<b>Disputes</b>	Any dispute arising between the Hirer and any employee of LCMCC shall be referred in writing to the Director whose decision shall be final
<b>Unacceptable Behaviour</b>	The Hirer undertakes that in connection with the use of the facility, he/she shall not permit anything to be done which is disorderly or offensive. LCMCC reserves the right to remove any person who is in the opinion of LCMCC Director disorderly or offensive and/or cancel the event if disorderly or offensive behaviour occurs
<b>Regulations</b>	All bookings are accepted conditionally upon compliance by the Hirer with the requirements of the Theatres and Public Halls Act and regulations, the Entertainments Tax Act and Regulations or any relevant Act or Regulations
<b>Power and Lights</b>	The lights, power and all other apparatus must only be used within its operating limits. In circumstances where extra access to power is required for lighting etc, arrangements may be made with the Director of LCMCC
<b>Fittings and Fixtures</b>	Any furniture or other contents removed from its original position must be returned by the Hirer. Note: Phones and computers cannot be moved without explicit approval. Special needs such as storage of equipment overnight must be discussed with the Director of LCMCC
<b>Security</b>	A Hirer who is a sole user of the facility is responsible for the security of the facility for the period of hire, and for ensuring all doors are properly locked after use (please double check external door in Studio 4). When multiple Hirers are using different parts of the facility, and the Director is not present, each Hirer is responsible for locking the area that they have used and the last Hirer in occupation for the day must ensure the whole facility is locked. Studio Door security codes will be provided to nominated responsible person prior to booking. Hirer is responsible for the input of codes, an additional fee of \$20 will apply if Director has to be called onsite to assist with doors/codes. We advise this facility is monitored by CCTV 24hours per day.
<b>Erecting of Signage</b>	The Hirer or promoter shall not erect any sign/notice/advice in the nature of advertisement anywhere, regarding the use of the facility, without written permission of LCMCC
<b>Public Liability</b>	All Hirers must supply a current copy of their Public Liability Insurance – "Certificate of Currency" (with a min coverage \$20,000,000) to LCMCC, before any hire period or use of the facility commences
<b>Animals</b>	No animals other than companion/guide dogs are permitted within the facility
<b>Deposit</b>	Security deposit of \$150 is required when booking rooms, this fee will be returned when hire is complete. A cleaning fee of \$130 will apply if room is not left in order as found
<b>Cancellation Fee</b>	If cancelled within 48 hours of booking time (from the stated commencing time of hire) the full cost of the room booking will be charged
<b>Changes to booking</b>	One change may be made without charge, subsequent changes will incur a \$10 fee per change
<b>Permanent Studio bookings</b>	This applies to a specified amount of booking dates and times per term, agreed upon with the Director in advance. Payment for these specified dates must be made in advance and there will be no refund for missed days
<b>Parking</b>	Entrance to the Little Street parking station is via Little Street, 3 hours free parking then charges apply or limited street parking is available